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MEMORANDUM FOR: Director of Central Intelligence *S/16 JAN 1978*

THROUGH : Acting Deputy Director of Central Intelligence

FROM : F. W. M. Janney  
Acting Deputy Director for Administration

SUBJECT : Recommendations to the Director from the  
Federal Women's Program Board

REFERENCE : Memo for A/DDA fr [redacted] Deputy  
Executive Secretary, dtd 15 Nov 77,  
same subject

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1. Reference memorandum requested review of certain suggestions of the Federal Women's Program Board and requested advice as to if and how these recommendations could be implemented.

2. Attached are three papers, addressed to each of the recommendations, prepared by the Office of Personnel. The paper on the Personnel Development Program contains a recommendation that the Heads of the Career Services be asked to review their Personnel Handbooks to ensure the coverage of the PDP is complete and in sufficient detail that all employees are aware of how the program is implemented in the respective Career Services.

3. The other two papers recommend that further studies on the secretarial/clerical situations and on the feasibility of a centralized career system be delayed until the results of current actions in these areas can be evaluated.

[redacted]  
F. W. M. Janney

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## Attachments:

- A - Personnel Development Program
- B - Centralized Career Service Recommendation
- C - Career Development of Clerical Employees